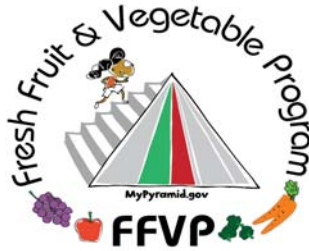


South Dakota Fresh Fruit and Vegetable Program (FFVP) Application Process for the 2008-2009 School Year



About the Program:

The Fresh Fruit and Vegetable Program (FFVP) provides funding to schools so they can provide free fresh fruits and vegetables to children throughout their school day. The funding covers costs associated with administering the program including the cost of food and labor. The U.S. Department of Agriculture's Food and Nutrition Service (FNS) administers the program at national and regional levels. Child & Adult Nutrition Services (CANS) which is part of the South Dakota Department of Education oversees the program.

Twenty-five schools (in addition to the ten schools on Pine Ridge Reservation that are already participating) will be selected to participate in the program. Fifteen of the selected twenty five schools will have the opportunity to have their program continued for one additional year with the agreement of both parties and funds available. Schools that are continued for the 2009-2010 school year will be required to submit an abbreviated application next year noting any changes they plan to make for the 2009-2010 school year.

Schools that are selected for the Program:

- ❖ Must participate in the National School Lunch Program (NSLP). A current agreement must be approved and in good standing. Schools must comply with state guidelines for operating the program. When filing FFVP reimbursement claim forms, the same guidelines and deadlines that apply to the NSLP also apply to the FFVP.
- ❖ Must be elementary or secondary schools.
- ❖ Must agree to make free fresh fruits and vegetables available to students throughout the school day in one (1) or more areas designated by the school. The program should be structured so that maximum benefits go to children. The fresh fruits and vegetables served with this program should be served in addition to other child nutrition programs you may have in place at your school.
- ❖ Should have a high number of lower-income children. The majority of schools selected are required to be those in which 50 percent or more of the children are eligible for free or reduced price meals.
- ❖ Priority will be given to schools that submit a plan for implementation of the program that includes a partnership with 1 or more entities that provide non-Federal resources (including entities representing the fruit and vegetable industry)

Participating schools will:

- ❖ Receive an allocation of funds based on the school's enrollment figures.
- ❖ May use 10% of the school's Fresh Fruit and Vegetable Program money on administrative costs.
- ❖ Receive monthly reimbursement for the costs of purchasing, preparing, and serving of fresh fruits and vegetables.
- ❖ Purchase fresh fruits and vegetables according to procurement guidelines, including Buy American.
- ❖ Widely publicize within the school the availability of free fresh fruit and vegetables.
- ❖ Participate in USDA and/or State-sponsored evaluations.
- ❖ Attend a mandatory FFVP training in advance of the 08-09 school year to ensure a successful program. Sessions will include claims procedures, budget management, and help to implement your school's action plan.

Applications will be scored using the following criteria:

1. Overview	5 pts.
2. Program Success	5 pts.
3. Means of Delivery to Students	20 pts.
4. Effective & Efficient Use of Resources	20 pts.
5. Nutrition Education Activities	25 pts.
6. Partnerships	
Non Federal	10 pts. per partnership
Federal (Excluding TN & CSHC)	5 pts. per partnership
Potential partnerships identified	1 pt. per partnership
Team Nutrition School**	5 Pts.
Coordinated School Health Council	5 pts.
7. Promotion to Students	15 pts.
8. Project Responsibilities	15 pts.
9. Problem Solving	5 pts.
10. Summary	5 pts.
11. 50% or more students receive F/R meals	5 pts.

**If you would like to become a Team Nutrition School fill out the form found at this site:
<http://teamnutrition.usda.gov/Join/enrollmentform.pdf>

Print and complete the School Enrollment Form you find on the website. Fax it to 703-305-2549. Or mail it to: Team Nutrition, 3101 Park Center Drive, Room 632, Alexandria VA 22302

It is also necessary to provide a copy of this School Enrollment Form to your *food service director* **and** to Amy Richards, Program Specialist, 800 Governors Drive, Pierre, SD 57501.

**Not sure if you are a Team Nutrition school? Click on the link below. You don't have to fill out the entire form—just enter your zip code. <http://teamnutrition.usda.gov/schoolsdb/srchpage.asp>

Steps to Follow in Submitting the Application

1. Each school building that is interested in applying for the Fresh Fruit and Vegetable Program must apply separately. Only **one** application per school building needs to be submitted. A school building may house multiple attendance centers. However, if your school district has multiple buildings, each building must apply separately. It is recommended that all grades housed in the building participate in the program.
2. You must answer **all** the questions on the following pages. If all the questions aren't answered, the application will be considered incomplete. Incomplete applications will not be considered. Please double check your application before submitting it.
3. The last page of the application is the Signature Page. It must be signed by the foodservice manager, the school principal, and the district superintendent (or equivalent positions, as determined by the school).
4. Verify the application is complete and then mail the application to:
Fresh Fruit and Vegetable Program Application
C/O Janelle Peterson
Child and Adult Nutrition Services-DOE
800 Governors Drive
Pierre, SD 57501-2235
5. **Applications must be postmarked by March 7, 2008.**
6. Faxed or emailed applications will **not** be accepted.
7. It is recommended that you keep a copy of your application for your records.

FFVP recipients for the 25 new schools for the 2008-2009 school year will be posted on the Child & Adult Nutrition Services website <http://doe.sd.gov/oess/cans/FFVP/index.asp> by March 31, 2008.

Thank you for your interest in the Fresh Fruit and Vegetable Program (FFVP)
If you have questions about the application, please contact
Janelle Peterson at (605)280-4278 or (605)773-3413 or
email her at janelle.peterson@state.sd.us

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

**South Dakota Fresh Fruit and Vegetable Program (FFVP) Application
School Year 2008-2009**

SCHOOL PROFILE

School Information

1. Local Agency/District Name			
2. School Building Name			
3. Physical Address	City	State SD	Zip
4. School Mailing Address (if different from above)	City	State SD	Zip

Grades You Will Offer the Program to

5. Grade Levels that you are applying for:
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School Lunch Meal Data

6. Meal data for <u>October 2007</u> Percent eligible for free & reduced lunch: _____
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School Data for Participating Site/Grades

7. School enrollment from <u>October 2007</u> site survey
8. Meals Offered (Check all that apply) <input type="checkbox"/> School Breakfast Program <input type="checkbox"/> National School Lunch Program
9. Grades Served by School
10. Is Your School a Team Nutrition School? <input type="checkbox"/> Yes <input type="checkbox"/> No
11. Does Your School have a Coordinated School Health Council? <input type="checkbox"/> Yes <input type="checkbox"/> No
12. Do you have any non-Federal partnerships currently in place? <input type="checkbox"/> Yes <input type="checkbox"/> No

Contact Person Information

(Designated person to receive notification about FFVP application status)

13. Name of Contact Person			
14. Position			
15. Mailing Address	City	State SD	Zip
16. email Address			
17. Phone Number & Extension			

Please respond to the following questions. Your answers will be used to score your application. The material should be well presented, well organized, complete, clear, and concise. Incomplete applications will not be considered. Please limit your responses to the space provided.

1. Overview. Tell us about your school and community. Use local statistics/demographics, if possible

2. Program Success. If you are awarded the FFVP at your school, describe what a successful program will look like at your school. How will students benefit?

3. Means of Delivery to Students. Provide details of how fresh fruits and vegetables will be provided to the students. How frequently will you offer fruits and vegetables? Where and what times of the day will the fruits and vegetables be made available?

4. Effective and Efficient Use of Resources. How will you use your existing resources (building space and storage equipment?) to implement this program? Will you need additional equipment such as carts, refrigerator units, etc? Please describe.

5. Nutrition Education Activities. How will your school incorporate the Fresh Fruit and Vegetable Program into nutrition education and activities to promote good health? How will you integrate the FFVP with other existing school programs to encourage student wellness? Describe any anticipated collaboration among teachers, parents, foodservice personnel, and others.

6. Partnerships. What partnerships do you have in place that will assist in making the program successful? Also discuss potential partnerships that you might consider.

7. Promotion to Students. How do you plan to promote and market the program? Please describe the means you will use to notify students and parents about the program.

8. Project Responsibilities. Detail the responsibilities of each person (school food service, school administration, teachers, volunteers, others) that will assist in the implementation of the program, including planning, storage, and distribution.

9. Problem Solving. Thinking about the previous questions, which pieces are going to be most difficult for you to implement. How will you work through these problems?

10. Summary. Why does your school stand out among other schools in South Dakota as deserving of funds to allow free distribution of fresh fruits and vegetables to students?

SIGNATURE PAGE

2008-2009 Fresh Fruit and Vegetable Program Application

SIGNATURES: (All original signatures in ink are required.)

We have reviewed this application and attest to the information provided. If selected, we agree to implement the project in a manner consistent with the policies and procedures established by USDA. Further, we agree to participate in USDA and/or State-sponsored trainings and evaluations, and to provide the information requested by the specified deadlines. Please provide the contacts shown below or equivalent positions as determined the school.

School Principal _____ Date _____
(Print Name) (Signature)

Food Service Director _____ Date _____
(Print Name) (Signature)

District Superintendent _____ Date _____
(Print name) (Signature)

(For the above positions, school may determine equivalent positions.)

Thank you for applying for the South Dakota Fresh Fruit and Vegetable Program!

Schools will be notified whether or not they are chosen to be a FFVP school for the 2008-2009 school year by March 31, 2008.

This application must be completed and postmarked by March 7, 2008 in order to be considered for participation in the FFVP for the 2008-2009 school year.

Mail to:

Fresh Fruit and Vegetable Program Application
C/O Janelle Peterson
Child and Adult Nutrition Services-DOE
800 Governors Drive
Pierre, SD 57701-2235